



# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## DEPARTMENT OF MENTAL HEALTH

### VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NO:</b> SEH-05-81	<b>POSITION:</b> Nurse																
<b>POSITION SERIES:</b> RN-0610	<b>POSITION GRADE:</b> 01/02																
<b>OPENING DATE:</b> 05/10/05	<b>CLOSING DATE:</b> 05/23/05																
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b>	<b>SALARY RANGE:</b> RN-01: \$42,429 - \$57,826 pa RN-02: \$45,052 - \$61,401 pa																
<b>WORKSITE:</b> 2700 MLK Jr., Ave., S.E. Washington, DC 20032	<b>TOUR OF DUTY:</b> Rotating Shifts																
<b>PROMOTION POTENTIAL:</b> RN-04 (If selected at the RN-01)	<b>AREA OF CONSIDERATION:</b> Department-Wide Only (SEH employees will be given first consideration)																
<b>AGENCY:</b> DMH/St. Elizabeths Hospital	<b>NO. OF VACANCIES:</b> One (1)																
<b>DURATION OF APPOINTMENT:</b> (X) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.																	
(X) This position IS in the collective bargaining unit represented by <u>D.C. Nurse's Association</u> and you may be required to pay an agency service fee through an automatic payroll deduction. ( ) This position IS NOT in a collective bargaining unit.																	
<p><b>"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988":</b> An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.</p>																	
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> <u>At the RN 01 level</u>, the incumbent is in a learning capacity who participates in patient interviews, staff conferences, group meetings and ward activities. Also observes, reports and records behavior and reactions of patients as well as providing physical nursing care to patients with non-critical physical conditions. <u>At the RN-02 level</u>, the incumbent observes the nursing process, plans and provides physical nursing care to patients and establishes constructive one-to-one relationships with assigned patients.</p>																	
<p><b>QUALIFICATIONS REQUIREMENT:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Education</u></th> <th colspan="2" style="text-align: center;"><u>Experience</u></th> </tr> <tr> <th style="text-align: left;"><u>Amount of Professional Experience for each Grade</u></th> <th style="text-align: center;"><u>RN-01</u></th> <th style="text-align: center;"><u>RN-02</u></th> </tr> </thead> <tbody> <tr> <td>Associate Degree Program or Diploma Program with less than 30 months</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">2 years</td> </tr> <tr> <td>Diploma Program of 30 Months or more</td> <td style="text-align: center;">none</td> <td style="text-align: center;">1 year</td> </tr> <tr> <td>Baccalaureate Degree Program</td> <td style="text-align: center;">none</td> <td style="text-align: center;">1 year</td> </tr> </tbody> </table> <p>Note: Applicants must be currently licensed as a Registered Nurse with the District of Columbia (or have made application for licensure). Current DMH nursing personnel <u>must</u> submit a copy of current D.C. license. The license, and/or supporting documentation of application, must accompany the application, DC-2000</p>			<u>Education</u>	<u>Experience</u>		<u>Amount of Professional Experience for each Grade</u>	<u>RN-01</u>	<u>RN-02</u>	Associate Degree Program or Diploma Program with less than 30 months	1 year	2 years	Diploma Program of 30 Months or more	none	1 year	Baccalaureate Degree Program	none	1 year
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<p><b>SELECTIVE PLACEMENT FACTOR(S):</b> None</p>																	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Knowledge of professional nursing theories, policies, and practices which may have been gained through study or experience.
2. Ability to provide and apply nursing care techniques and procedures to assigned patients.
3. Ability to record, document, and organize data or information for individual patients.
4. Ability to participate in the development of nursing plans to meet the needs of assigned patients.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Cynthia Hawkins (202) 645-4545  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."